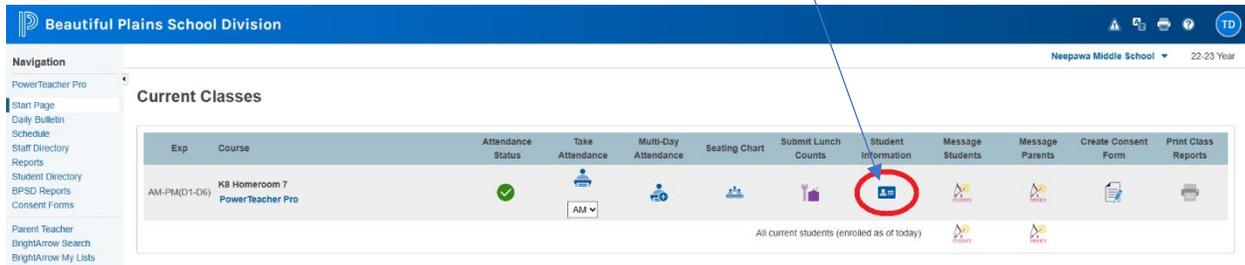


Entering Literacy Levels & Data

1. Log in to **PowerTeacher**.
2. From the **Start** page > **Student Information** column, click the **Icon** that corresponds to the **Class**.



Beautiful Plains School Division

Neepawa Middle School 22-23 Year

Navigation

PowerTeacher Pro

Start Page
Daily Bulletin
Schedule
Staff Directory
Reports
Student Directory
BPSD Reports
Consent Forms

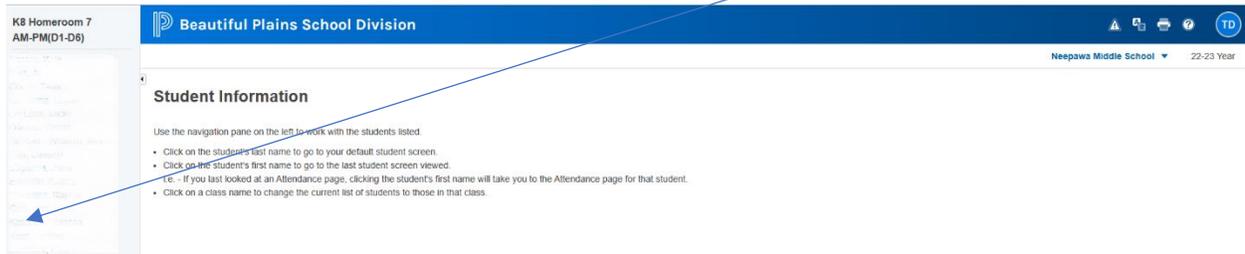
Parent Teacher
BrightArrow Search
BrightArrow My Lists

Current Classes

Exp	Course	Attendance Status	Take Attendance	Multi-Day Attendance	Seating Chart	Submit Lunch Counts	Student Information	Message Students	Message Parents	Create Consent Form	Print Class Reports
AM-PM(D1-D6)	K8 Homeroom 7 PowerTeacher Pro										

All current students (enrolled as of today)

3. On the **Student Information** page > **Left** menu, click the **Lastname** of a student.



K8 Homeroom 7
AM-PM(D1-D6)

Beautiful Plains School Division

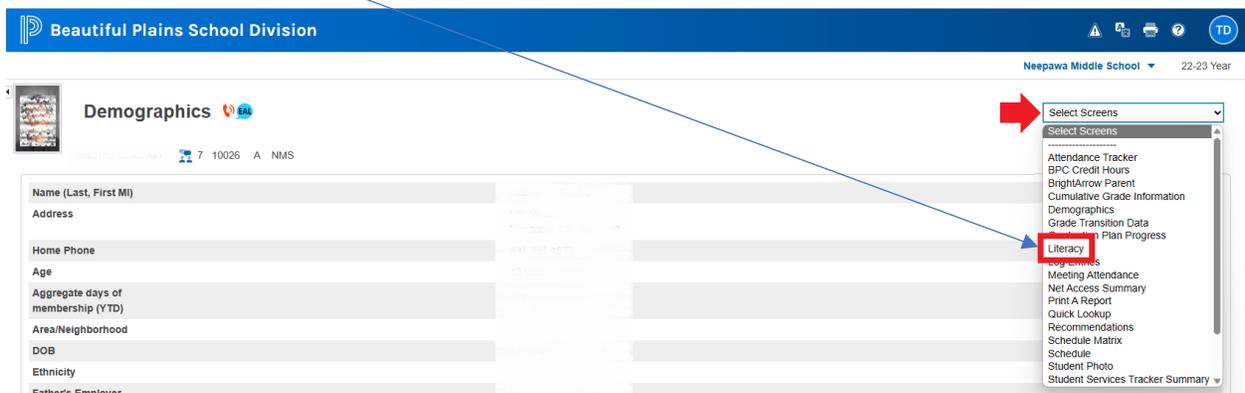
Neepawa Middle School 22-23 Year

Student Information

Use the navigation pane on the left to work with the students listed.

- Click on the student's last name to go to your default student screen.
- Click on the student's first name to go to the last student screen viewed.
- If you last looked at an Attendance page, clicking the student's first name will take you to the Attendance page for that student.
- Click on a class name to change the current list of students to those in that class.

4. On the next page (may show the last page that you were using), click the **Select Screens** drop-down menu, then select **Literacy** from the options.



Beautiful Plains School Division

Neepawa Middle School 22-23 Year

Demographics

7 10026 A NMS

Name (Last, First MI)
Address
Home Phone
Age
Aggregate days of membership (YTD)
Area/Neighborhood
DOB
Ethnicity
Father's Employer

Select Screens

- Select Screens
- Attendance Tracker
- BPC Credit Hours
- BrightArrow Parent
- Cumulative Grade Information
- Demographics
- Grade Transition Data
- Plan Progress
- Literacy**
- Log Entries
- Meeting Attendance
- Net Access Summary
- Print A Report
- Quick Lookup
- Recommendations
- Schedule Matrix
- Schedule
- Student Photo
- Student Services Tracker Summary

- On the box **Literacy** page, select the **Date** when the assessment was conducted, use the **drop-down** fields to select the **Level** and **Type** of assessment.
 - Fountas and Pinnell – use **A to Z**
 - Faye Brownlie Reading Assessment – use **Exceeds, Fully Meets, Minimally Meets, or Not Yet Meeting**



The screenshot shows the 'Literacy' assessment page. At the top, there is a header with the 'Literacy' title, an 'EAL' icon, and student information: 'Gulfstream, Neel, ASD', '7 10026', 'A', and 'NMS'. Below this is a table titled 'Previous Reading Levels' with columns for 'Date', 'Level', and 'Type'. The table contains the text 'No previous assessment found.' Below the table is the 'Enter New Assessment' section, which includes three input fields: 'Date' (with a calendar icon and a red arrow pointing to it), 'Level' (a drop-down menu with a red arrow pointing to it), and 'Type' (a drop-down menu with a red arrow pointing to it). Each field has an asterisk indicating it is required. At the bottom of this section is a blue button labeled 'Save New Assessment', which is circled in red. A blue arrow points from the 'Save New Assessment' button to step 6 in the instructions below.

- Always remember to click the **Save New Assessment** button.
- Repeat steps 3 to 6 for each student.